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<b>Agenda Item:</b>	Health and Safety Report
<b>Meeting Date:</b>	Monday 9 December 2024
<b>Contact Officer:</b>	Head of Estates and Operations

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The purpose of this report to update Councillors on Health and Safety across the services and facilities provided by the Council.

### **Background**

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

### **Current Situation**

In accordance with the approved Witney Town Council Health and Safety Policy Statement 2024, Members are reminded that they have a collective responsibility for the Health & Safety of the organisation.

GH Safety Ltd were appointed earlier this year to implement a Health & Safety Compliance Audit to ensure that key aspects of the Council's undertaking are managed in a proactive way in which all reasonable and practical steps have been taken to manage risk to persons under the Council's duty of care.

Their findings reported risk is managed to a high standard, the leadership representatives of the Town Clerk & the Head of Estates & Operations fully understand their obligations in creating a positive safety culture where tasks are assigned and understood at all levels within the Council.

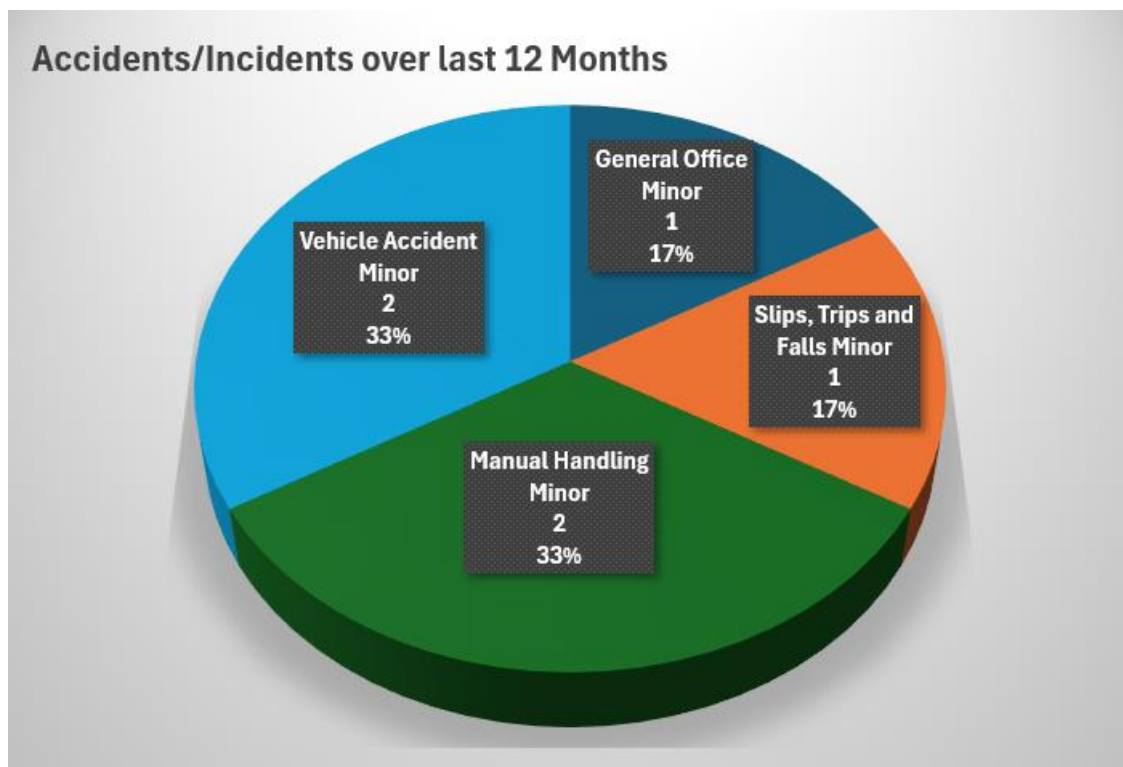
Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by the Head of Estates and Operations. There is currently a vacancy for a Health, Safety & Environmental compliance officer. This role shall pick up some

central compliance tasks as well as driving best practice standards within the departmental teams and helping to deliver a number of improvement initiatives.

Compliance Inspection, Testing and Servicing Status	Corn Exchange	Town Hall	Admin Office	Burwell Hall	Temp Depot
Fire Risk Assessment	Due	Due	Due	Due	Completed
Fire Alarm Testing	Completed	Completed	Completed	Completed	Landlord
Fire Extinguishers	Completed	Completed	Completed	Completed	Completed
Steel fire exit staircase	Completed	N/A	N/A	N/A	N/A
Emergency Lighting	Completed	Completed	Completed	Completed	N/A
Security	Completed	Completed	Completed	Completed	N/A
Lift	Due	N/A	N/A	N/A	N/A
Gas Safety	Completed	N/A	N/A	Completed	N/A
Electrical Periodic	Completed	Completed	Completed	Completed	Landlord
PAT Testing	Completed	Completed	Completed	Completed	Completed
Legionella Risk Assessment	Completed	Completed	Completed	Completed	N/A
Asbestos	Completed	Completed	Completed	Completed	Completed
Air Handling Unit	Completed	N/A	N/A	N/A	N/A
Air conditioning	N/A	N/A	N/A	Completed	N/A
Cold Water Storage Tank	Due	N/A	N/A	N/A	N/A

### Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
  - No reportable incidents
- Accidents/Incidents



## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality
- b) Biodiversity
- c) Crime & Disorder
- d) Environment & Climate Emergency

## **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

All Accidents and Incidents are properly documented and investigated with measures put in place to prevent similar accidents in the future.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

There are the broader benefits that the Council generates for employees and the public embedding a safer, healthier, and more productive workforce

## **Financial implications**

The Council makes budgetary provision in order to carry out its obligations in relation to its statutory compliance checks using external contractors to certify the work accordingly.

## **Recommendations**

Members are invited to note the report